

DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
ECONOMIC SERVICES ADMINISTRATION  
DIVISION OF CHILD CARE AND EARLY LEARNING (DCCEL)

DCCEL ADVISORY COMMITTEE  
For Subsidy and Licensing Programs

**BY-LAWS**

**I. MISSION**

The mission of the DCCEL Advisory Committee is to serve in an advisory capacity to the Director and executive management of DCCEL on issues and policies related to subsidies for child care and the licensing of family child care homes and child care centers.

The committee's responsibilities are to:

- Give advice on subsidy program and licensing policy issues.
- Provide public policy recommendations to the DCCEL Director and executive management.
- Consider and report on program policies and regulations referred to it.
- Assist in assessing the quality, effectiveness and reach of subsidy and licensing policies, programs and services.
- Provide information and feedback from the communities they reside in and/or organizations they represent on the effect of policies and programs.
- Make recommendations regarding subsidy program and licensing policy development and implementation.
- Consider and advise on any matters referred to it by the Director.
- Provide advice on child care quality issues to be brought to the Leadership Council for Quality and Education.

**II. STRUCTURE OF COMMITTEE**

The Advisory Committee serves as advisors to the DCCEL Director.

**A. PURPOSE AND FUNCTION**

It is expected that the main benefits of the advisory committee is in its role as a community sounding board in policy development, and as informed citizen articulators of division and department policy and decision making. Input and review from the representative group will help assure a higher level of acceptance upon implementation.

The Committee provides recommendations on the subsidy program and licensing policy formulation and implementation. Committee members provide information and interpretation of subsidy and licensing policy and the feasibility of its implementation statewide.

## B. MEMBERSHIP

The Director of DCCEL shall solicit membership applications and appoint members to two-year terms. Membership is established to meet the following criteria:

1. The Advisory Committee shall have up to 15 members;
2. The Committee shall strive for representation of persons from various ethnic/racial groups and members who represent children with special needs;
3. At least two members shall reside in and represent the interests from Eastern Washington;
4. At least two members shall be current licensed child care providers: one from a center and one from a licensed family home;
5. When possible, one member should be a recipient of child care subsidies;
6. Two members should be licensors or licensing supervisors (if licensors, then one family home licensor and one center licensor should be represented);
7. One member should be an authorizing worker or a call center supervisor with child care subsidy experience;
8. At least two members should be community partners who are funded by the division; and
9. One member should be a community partner who is not funded by the division
10. One member who sits on the Leadership Council for Quality Care and Education

## C. EXECUTIVES

1. Co-Chairpersons:

The DCCEL Director shall serve as the co-chairperson with another member of the advisory committee chosen by majority vote of the committee.

2. Term of Office:

All Committee members shall be appointed to serve a 2-year term. Members may be reappointed for additional terms. The first year of the committee some members may serve one-year terms to allow a staggering of term expiration in the future.

## D. MEETINGS

The Committee will meet at the request of the DCCEL Director or at least quarterly.

### **III. ROLES AND RESPONSIBILITIES**

#### **A. Advisory Committee responsibilities**

1. To identify short-term goals, including recommendations for specific program, policy, budget or legislative action.
2. Assist in strategic planning and formulation of long-term division goals and direction.
3. To provide technical assistance and follow-up on implementation of advice and/or committee recommendations and subsidy/licensing operations.
4. To assist department in legislative presentations, where appropriate.
5. Actively attend and participate in scheduled meetings.

#### **D. DIVISION RESPONSIBILITIES**

1. To clearly define division expectations of the Advisory Committee members.
2. To provide Committee members' opportunities to advise and respond to proposed DCCEL subsidy program and licensing policy changes.
3. To respond to the Committee's recommendations and report justification for accepting or not accepting recommendations.
4. To provide reimbursement for expenses incurred for travel to attend committee meetings, as allowed by department travel policies. Members may choose not to request reimbursement of expenses.
5. To provide staff support.

#### **E. AGENDA**

The DCCEL Director shall establish the agenda in coordination with the co-chair.

#### **F. ATTENDANCE**

To assure full Advisory Committee involvement and participation, it is necessary to set forth an attendance policy.

Any Committee member who misses two (2) meetings within a year's time may be asked to resign so that a replacement committee member can be named.